

Message

From: Troche, Luis [Troche.Luis@epa.gov]
Sent: 2/8/2018 10:27:09 PM
To: Greenwalt, Sarah [greenwalt.sarah@epa.gov]
CC: Hupp, Millan [hupp.millan@epa.gov]; Kasman, Mark [Kasman.Mark@epa.gov]; Hong, Nadtya [Hong.Nadtya@epa.gov]; Almodovar, Lisa [Almodovar.Lisa@epa.gov]
Subject: Moving forward with Contracts for CEC Council in OKC

Hi Sarah!

The Secretariat is getting ready to move forward with contracts and I wanted to make you aware and also check on a couple of items:

- Hotels - Secretariat is ready to contract with the Renaissance/Convention Center and Skirvin as stated on our AO-approved Council Session Program. No action needed on our part since these venues are confirmed by you/AO.

For other venues, we would like to inform the hosts they are confirmed and we are working the processes/funding to proceed.

- Governor's Mansion for closing dinner – the Governor's team is eager for confirmation. Secretariat needs to sign a contract for the Security Services. EPA (the host country) normally pays for the event with representational funds, but the Secretariat is handling the Security.
- The ballpark deck and private booth – this would also generally be paid with representational funds.
- National Weather Center and Fab Lab are scheduled.

I will presume that the Governor's Mansion and the Ballpark are firmly on the plan and inform the hosts next week **unless you advise of any changes**. Hopefully AO will get the representational funds soon and procurement can be pursued.

Best Regards!

Luis Troche

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